

Agenda items and necessary back-up information must be submitted to the Town Manager's Office no later than noon on the Wednesday prior to the meeting. All requests for agenda items and all related material should be e-mailed to the Town Manager's Assistant, [Janice Esancy](#) in preferably in Windows Word format.

The Town Manager, with the advice and consent of the Chair of the Select Board, shall prepare the agenda, which shall include the order of business, for Select Board meetings under the direction of the Select Board. The agenda shall be distributed to the members of the Board and made available to the public by the Friday preceding the date of the regular Board meeting and at least 24 hours before a time set for any other meeting.

The Select Board members, the Town Attorney, the Town Manager, and Recording Secretary. An additional copy shall be made available at the town hall for public review.

On the date of distribution of Select Board packets to Select Board members, a copy of the agenda shall be posted on the town website. The website shall also contain a section where background materials on items received electronically shall be posted. This shall not apply to background material for items proposed to be reviewed in executive session.

The Town Manager's Assistant shall keep a list of all persons wishing to receive electronic copies of draft agendas. Draft agendas will be e-mailed to this list concurrent with the distribution to Select Board members.

Any person wishing printed copies of material related to agenda items shall make such a request to the Town Manager's Assistant and the fee for any copies shall be the same as the fee for other copies. Single copies of the agenda itself for an upcoming meeting shall be made available at the Town Office at no charge.